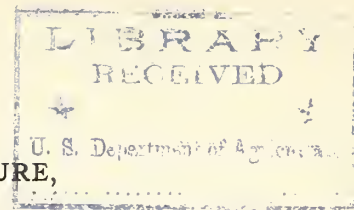


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UNITED STATES DEPARTMENT OF AGRICULTURE,  
BUREAU OF BIOLOGICAL SURVEY.

HENRY W. HENSHAW, Chief.

## INSTRUCTIONS FOR FIELD WORK FOR CONTROL OF NOXIOUS ANIMALS.

These instructions are to facilitate proper business methods among field employees of this bureau engaged in controlling noxious rodents and predatory mammals.<sup>1</sup> They are partly explanatory of, but in no way replace, the Fiscal Regulations, which should be carefully studied by all assistants in charge of parties. Whenever any doubt is felt concerning methods of procedure the employee should at once write for information, stating the case fully and plainly.

(1) Assistants in charge of field parties should strive for high standards and for efficiency. With this in view they should lose no opportunity to stimulate the interest of the men in the work and to create cordial relations among them. Great care should be taken to prevent accidents, fires, and the disfigurement of camp sites and injury to trees. Absolute observance of game laws is required. Men will be held personally responsible for horses in their charge. Disregard of discipline or of proper personal conduct by any member of the parties will call for reprimand or dismissal from the service.

(2) *Hire of men.*—Men not under appointment are to be classed as laborers, and may be hired in this capacity for the season's work at rates of pay, without subsistence, not to exceed the following:

Laborers, \$60 to \$65 per month (depending on experience); laborer (foreman), \$75 per month; laborer (teamster), \$75 per month.

These men are to be paid on Form 3 at the end of each month and at the close of service. Since laborers will not be allowed annual leave lost time must be deducted, except when due to unfavorable weather or to other circumstances which prevent the party from working. This method of payment should be made clear to the employee at the time of hiring.

Desirable local men may be hired to assist in demonstration work, and, when competent, may continue such work when the assistant in charge leaves the locality. The compensation for such men is to be \$75 per month, provided they furnish their own means of conveyance in the districts in which they are employed. The Form 5 voucher should bear the statement, "For services, including the use of horse, horses, or other conveyance." Payment will be continued from the letter of authority of the assistant in charge. The office must be kept advised, on the form provided (BI-125), of the dates of employment and discharge of the men in each party.

(3) *Temporary appointments.*—When it is desired to appoint a man in the field, the request for appointment must be accompanied by a statement of his residence, age, standing in the locality, special qualification for the work, and particularly whether he has ever been in Government or State service. In such cases recommendation by forest supervisors or reliable citizens is desirable.

(4) *Hire of horses.*—When practicable, horses are to be hired from persons not in the service of the Biological Survey; but when it is for the interest of the service, they may be hired from laborers, there being nothing to prevent one officer or employee from hiring his horse or equipment, or both, to another for official use. When used officially by the owner, compensation on Form 5 must include the services of the employee and his personal use of his own horse, horses, harness, and wagon (or other conveyance) for the period. Whenever an employee

<sup>1</sup> Terms of employment of men in the work of controlling predatory animals will vary locally, depending on conditions, and assistants in charge of this work will receive special instructions.

ceases to use his team personally, the account for his services and for the services of his horse or horses, if any, must be rendered on separate vouchers (Forms 3 and 5).

Written agreement must be made with the owner and forwarded to the Biological Survey for all horses hired for regular use in field parties, as follows:

....., 19...  
I hereby agree to hire to the Biological Survey, U. S. Department of Agriculture, the following horse or horses and equipment at the rate named below:

..... Four-horse team, harness, and wagon, at.....per month.  
..... Heavy team, harness, and wagon, at.....per month.  
..... Light team, harness, and wagon, at.....per month.  
..... Horse and saddle, at.....per month.

I further agree to claim no reimbursement for the death or injury of any horse or horses through sickness, or during reasonable use in official work, or through such accidents as may occur on the range and in pasture, unless such loss or injury be due to negligence or to the poison used by the Biological Survey. No reimbursement will be claimed for injury or death of any horse or horses while in my charge.

The foregoing horses and equipment are hired with the understanding that the Biological Survey shall feed and shoe such stock during their employment (including feed at point of hire), and shall repair harnesses and wagons when broken in official service.

(Signature.) .....

Approved ....., 19...

.....  
(Assistant in Charge.)

*Rates of payment for horses.*—Cases in which horses and equipment can not be obtained at or below the following rates must be fully explained in memoranda accompanying the accounts:

Four-horse team, harness, and wagon, \$70 per month; heavy two-horse team, harness, and wagon, \$40 per month; light two-horse team, harness, and wagon, \$35 per month; horse and saddle, \$15 per month; and extra saddles, \$1.50 each per month.

*Feed for horses, and shoeing.*—The average quantity of feed per horse must not exceed 30 pounds of good hay and 12 pounds of oats or their equivalent per day. Stabling and feeding of camp horses at livery barns when in town should be avoided when possible. Usually feeding places can be arranged for at a considerable saving. Vouchers for horse feed should bear a statement that this amount of feed covers (in part) the feeding of so many horses for so many days. When supported by subvouchers, amounts expended for feeding camp horses in town or on the road may be claimed on Form 4, if accompanied by explanation. When a team hired on Form 5 is fed at the point at which hired, a statement is necessary that by agreement at the time of hiring the team be fed at the expense of the department.

(5) *Accounts.*—It is essential that assistants in charge of parties familiarize themselves thoroughly with the Fiscal Regulations, and comply *in detail* with the rules. Accounts must be sent in promptly at the end of each month.

Attention is directed particularly to paragraph 27 of the Fiscal Regulations. Under no circumstances should expenditures ever exceed the amount allotted in letters of authority. Estimates of expenses for at least a month ahead should be made by assistants in charge, and when allotments approach exhaustion, the office should be notified in time to increase the amount if necessary.

An assistant in charge of several parties operating in the same region must rely on the reports of his foremen for the information needed to prepare his monthly accounts. The foremen, therefore, should be instructed in the proper method of preparing, for the signature of the assistant in charge, time reports of the men, vouchers for horse hire, shoeing, repairs, and supplies.



Foremen should be instructed to bring these reports up to date at the end of each week, and should forward all accounts promptly at the end of each month to the assistant in charge, never leaving any unsettled items.

Foremen may be supplied with Form 4B subvouchers for small items of expenditures which are paid for in cash by them upon delivery. Such subvouchers should invariably be made in the name of the assistant in charge, who will promptly refund the foremen upon receipt of such subvouchers.

(6) *Camps and camp labor*.—Camp grounds are to be kept clean and in good order and are to be left in that condition. To help in this, pits are to be dug for garbage and other refuse, and are to be filled in when camp is removed.

As it is impracticable at present to hire cooks or camp men, each man is expected to do his part of the camp work. The teamster, with a helper, should be charged with having the horses in readiness, while others should be designated to prepare and sack poison, to act as cook, etc.

(7) *Poison*.—Special precaution must be maintained to prevent accidental poisoning. The entire "poison outfit" should be carried in a covered poison tank, and care should be taken to prevent its contact with horse feed or provisions. When not in use, distributing sacks are to be tied securely shut. Special care is required at noon in the field and whenever interruptions in the work occur. When necessary to leave quantities of poisoned grain in the field, it should be securely placed so that stock can not get at it.

*Poison corrals*.—At camps, strong corrals of poles or wire fencing are to be erected, within which all poison should be mixed, and all tools and utensils used with poison should be stored. Warning notices should be posted at the entrances of all such inclosures. All poison bags, tied shut, are to be placed within the poison corral immediately upon return to camp. On breaking camp, special care is necessary to leave no poison on the site of the corral to endanger stock or sheep. All strychnine cans and other discarded poison containers should be deeply buried.

*Antidotes and treatment*.—Antidotes for strychnine should be included among camp supplies for prompt treatment in cases of accidental poisoning. Salt or strong brine in large doses is usually effectual in the case of dogs, as it retards the assimilation of strychnine and acts both as an emetic and a physic. After the animal has vomited, give 15 to 40 grains of chloral hydrate (depending on the size of the dog) in one-half pint of water.

If a horse is found in the act of eating strychnined grain, seize the tongue and clean out the mouth and throat thoroughly. Drench the horse as quickly as possible with 1 ounce of chloral hydrate, or of potassium bromide, in 1 quart of water, and repeat with half of this dose after a half hour. Horses so treated become "dozey" and may lie down to sleep. Poisoned animals should not be suddenly alarmed, as this may bring on convulsions.

If the horse has taken a large amount of the poison, drench with one-fourth to one-half ounce of tannic acid in 1 quart of water before administering the chloral hydrate or potassium bromide. Tannic acid treatment should be followed, after danger has passed, with a dose of linseed oil or Glauber's salts to overcome the constipating effect.

(8) *Accounting for field property*.—Government property is to be accounted for by the assistant in charge. When stored at the close of work, a list of the articles and notations on their condition, with a statement of the location in which stored and the agreement under which storage is obtained, should be sent to the chief clerk, Biological Survey. A copy of the list is to be retained by the assistant until he is relieved of responsibility. If the property is transferred the list is to be receipted by the person receiving the property and forwarded to the office. Receipts must also be obtained for any part of the property transferred. Nonexpendable property must be kept until condemned by the proper authority, and adequate explanation must be made for property lost or destroyed. Fencing material used in experiments, and which may be used again, should be stored without cost, and a memorandum forwarded to the office.

(9) *Collection of specimens*.—Assistants should become proficient in the preparation and labeling of specimens of mammals and birds, since such material is frequently needed in investigations of the bureau. Assistants should forward material of this kind for identification, in order to familiarize themselves with the more important species with which their work brings them in contact.

(10) *Photographs*.—A moderate number of good photographs of animals, of the damage done by them, and of field operations, are much desired for use in official publications. Care should be taken to choose subjects which best illustrate particular phases of the work, as miscellaneous photographs are valueless and not desired. Cameras and films are supplied by the bureau when considered advisable.

(11) *Correspondence*.—Assistants in the field should make regular semimonthly reports on the progress of work of each party under them, accompanied by a brief outline of plans for the following semimonthly period. (The order requesting weekly itinerary reports is continued, and these reports must be regularly made.) Detailed information on damage by rodents or predatory animals and requests for information on methods for controlling them (with copies of any replies made) should be forwarded to the bureau for attention. Any statements for publication in local papers should be conservative, and articles by any employee on official work must be approved by this office before being published. Two or more copies of the article as published should be promptly forwarded to the bureau.

*Reports from assistants in charge*.—Final reports must be presented promptly upon completion of any unit of field work.

Reports of campaigns against rodent pests should include description of the operation of the party; area covered (with map); observations on the animals; degree of infestation (average number of animals or of their holes per acre as determined in various locations); details of any special experiments; the repressive means used; average number of doses of poisoned grain per quart; and a careful estimate of results, with a tabulated statement of the total cost, including details of the amount and cost of grain used as poison, poison supplies, labor, horse hire, horse feed, shoeing, wagon repairs, and other expenses. To this should be added information as to the work still to be done in the locality, both as regards the continuation of campaigns on Government lands or demonstrations in farming districts. Where campaigns are to be continued on Government lands, state the points at which grain and supplies should be delivered and names of dealers in the locality from whom they may be purchased.

(12) *Time records*.—Application for annual leave must be made in advance of the date of beginning of leave, on the blank form provided by the department, and be forwarded to the chief clerk of the bureau. Absence from duty for any cause, or any change affecting appointments, must be reported promptly to this office. Assistants in charge of field parties should forward to the chief clerk of the bureau, at the end of each month, on forms provided (BI-125), record of the services performed by each employee (except those paid in cash and shown on monthly field report) under their charge during the month.

(13) *Telegrams*.—All employees provided with telegraph identification cards for the sending of messages between points in the field without prepayment of charges will hereafter forward copies of all such telegrams to this office.

(14) *Efficiency*.—Advancement of employees in the service of the Biological Survey depends primarily upon efficiency. Lack of economy in the use of Government funds, either as regards personal expenditure or in the operation of field parties, will not be tolerated.

WASHINGTON, D. C., April 19, 1915.